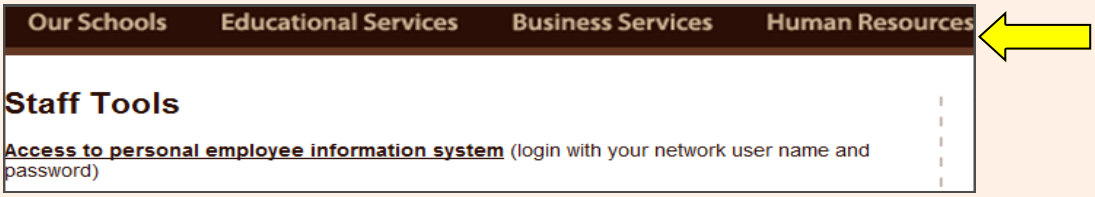
# CUPE 1825 / CUPE 290 LEAVE MANAGEMENT USER GUIDE

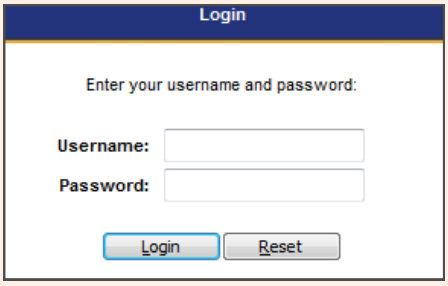
# Logging an Absence – CUPE 1825/290 Employee Guide

1. **On your school website, in the bottom left-hand corner is a link to the District website.**

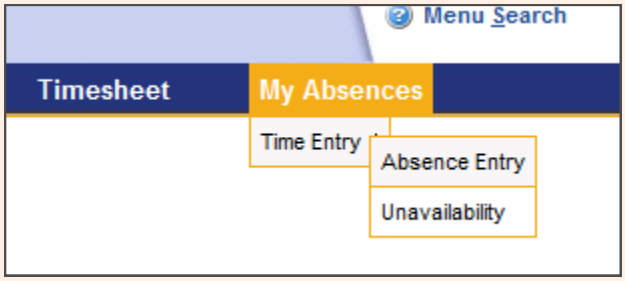
2. **Go to Human Resources – Staff Tools – Access to Employee Personal Information.**


Our Schools
Educational Services
Business Services
Human Resources
Staff Tools
Access to personal employee information system (login with your network user name and password)

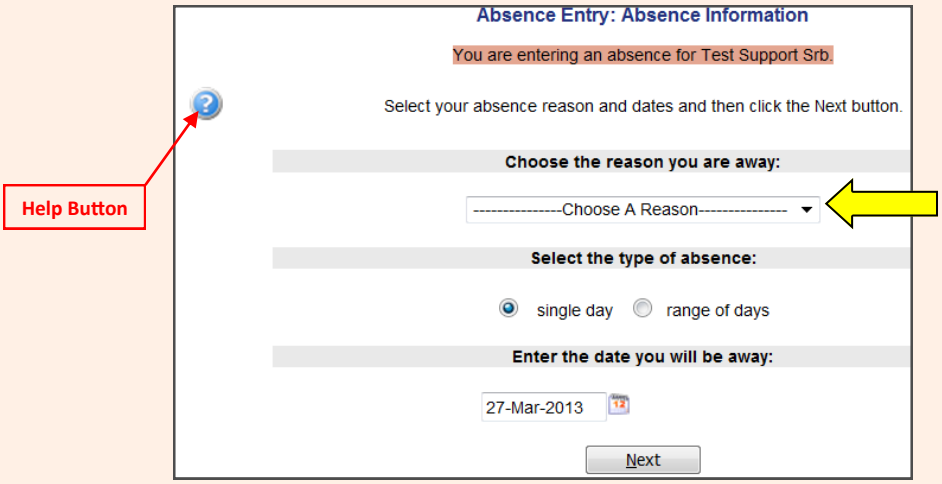
3. **Enter your network username and password that was provided to you.**



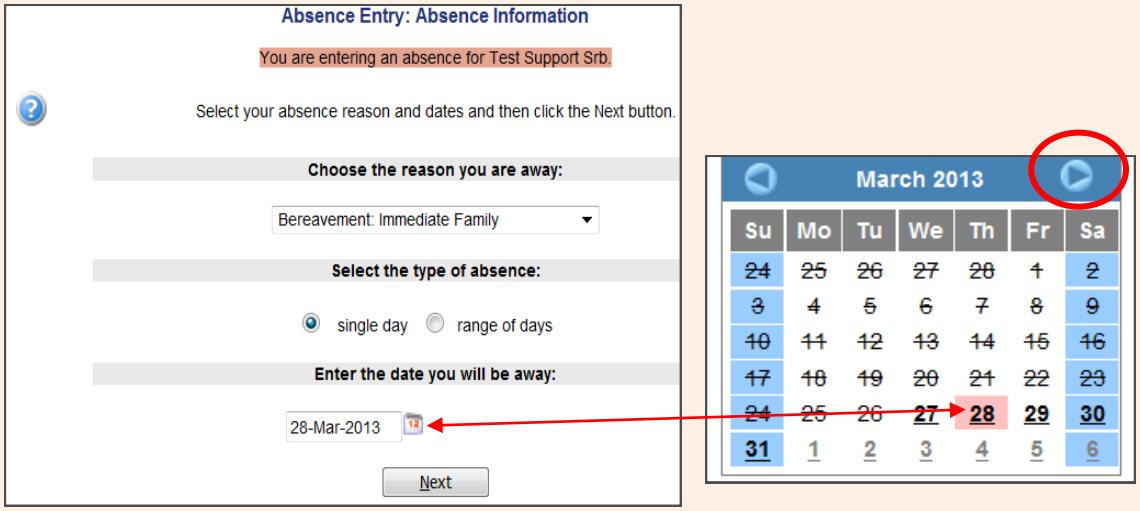

4. **Under the "My Absence" tab move your mouse over the time entry tab and click on "Absence Entry".**



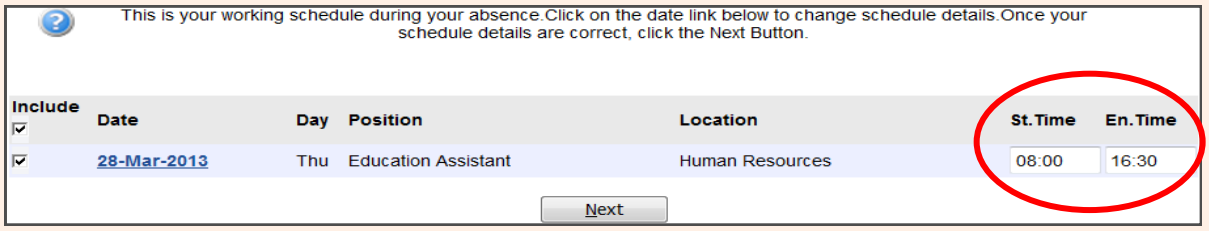
5. **You will see the following screen. Choose a reason for your absence from the drop down menu. Remember, "Help" is available on every screen.**


Absence Entry: Absence Information
You are entering an absence for Test Support Srb.
Select your absence reason and dates and then click the Next button.
Help Button
Choose the reason you are away:
----------Choose A Reason----------
Select the type of absence:
single day
range of days
Enter the date you will be away:
27-Mar-2013
Next

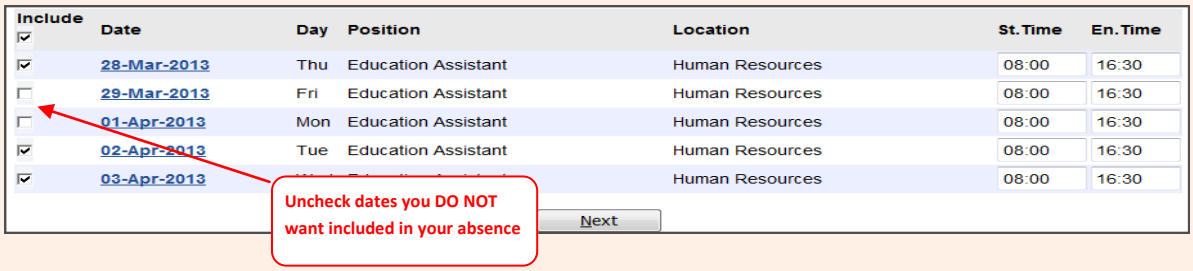
6. **Select a date or a date range for your absence. Click on the calendar icon to select your date. Future absences can be logged by using the arrows on the calendar to move from month to month. You cannot pick dates that have a strike through them.**


Absence Entry: Absence Information
You are entering an absence for Test Support Srb.
Select your absence reason and dates and then click the Next button.
Choose the reason you are away:
Bereavement: Immediate Family
Select the type of absence:
single day
range of days
Enter the date you will be away:
28-Mar-2013
Next
March 2013
Su Mo Tu We Th Fr Sa
24 25 26 27 28 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6

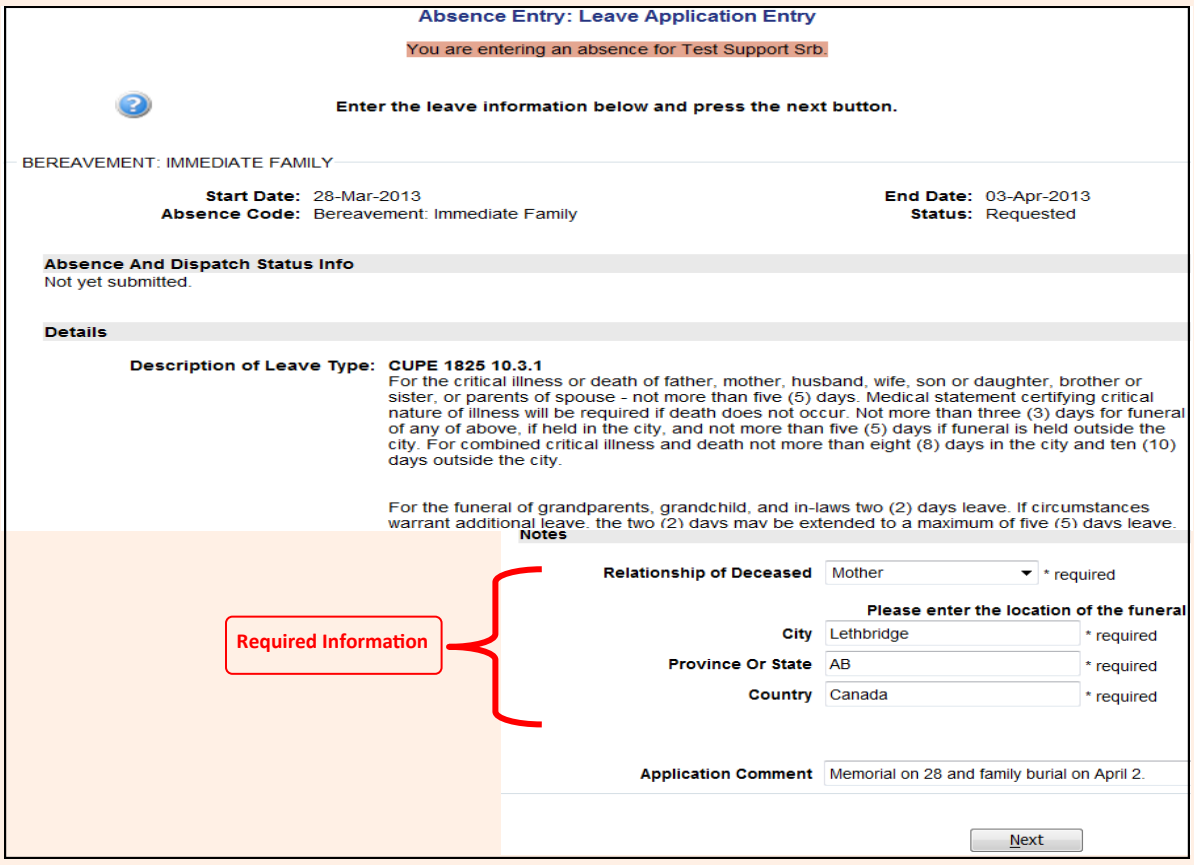
7. **Your assigned schedule is displayed. If your schedule is different from what is shown, please email lindenc@holyspirit.ab.ca so that it can be updated with the correct information. If you are gone for less than a full scheduled day, enter the hours that you are absent.**



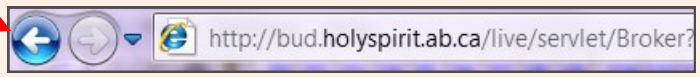
**If you are absent only specific days in a date range, UNCHECK the days you do not want to include in your absence.**




**8. Fill out all required information.**


Absence Entry: Leave Application Entry
You are entering an absence for Test Support Srb.
Enter the leave information below and press the next button.
BEREAVEMENT: IMMEDIATE FAMILY
Start Date: 28-Mar-2013
Absence Code: Bereavement: Immediate Family
End Date: 03-Apr-2013
Status: Requested
Absence And Dispatch Status Info
Not yet submitted.
Details
Description of Leave Type: CUPE 1825 10.3.1
For the critical illness or death of father, mother, husband, wife, son or daughter, brother or sister, or parents of spouse - not more than five (5) days. Medical statement certifying critical nature of illness will be required if death does not occur. Not more than three (3) days for funeral of any of above, if held in the city, and not more than five (5) days if funeral is held outside the city. For combined critical illness and death not more than eight (8) days in the city and ten (10) days outside the city.
For the funeral of grandparents, grandchild, and in-laws two (2) days leave. If circumstances warrant additional leave, the two (2) days may be extended to a maximum of five (5) days leave.
Notes
Relationship of Deceased Mother * required
Please enter the location of the funeral
City Lethbridge * required
Province Or State AB * required
Country Canada * required
Application Comment Memorial on 28 and family burial on April 2.
Next
Required Information

9. **Review all of the details of your absence. If changes are required, use the back arrow button.**




**Once all details are correct, hit "Submit Absence" button at the top or bottom of the page.**

**Absence Entry: Summary Page**

You are entering an absence for Test Support Srb.

**You are not yet finished.**
**Confirm that these absence details are correct and then click the Submit Absence button at the top or bottom of this page.**

Submit Absence

**Absence Reason:** Bereavement: Immediate Family

**Absence Schedule**

| Date | Day | Position | Location | St.Time | En.Time |
|---|---|---|---|---|---|
| 28-Mar-2013 | Thu | Education Assistant | Human Resources | 08:00 | 16:30 |
| 02-Apr-2013 | Tue | Education Assistant | Human Resources | 08:00 | 16:30 |
| 03-Apr-2013 | Wed | Education Assistant | Human Resources | 08:00 | 16:30 |

**Leave Application**

BEREAVEMENT: IMMEDIATE FAMILY

**Start Date:** 28-Mar-2013 **End Date:** 03-Apr-2013
**Absence Code:** Bereavement: Immediate Family **Status:** Requested

**Absence And Dispatch Status Info**

Not yet submitted.

**Details**

**Description of Leave Type:** **CUPE 1825 10.3.1**
For the critical illness or death of father, mother, husband, wife, son or daughter, brother or sister, or parents of spouse - not more than five (5) days. Medical statement certifying critical nature of illness will be required if death does not occur. Not more than three (3) days for funeral of any of above, if held in the city, and not more than five (5) days if funeral is held outside the city. For combined critical illness and death not more than eight (8) days in the city and ten (10) days outside the city.

For the funeral of grandparents, grandchild, and in-laws two (2) days leave. If circumstances warrant additional leave, the two (2) days may be extended to a maximum of five (5) days leave.

**Notes**

**Relationship of Deceased:** Mother

**Please enter the location of the funeral**
**City:** Lethbridge
**Province Or State:** AB
**Country:** Canada

**Application Comment:** Memorial on 28 and family burial on April 2

Submit Absence

**10. You will receive a Confirmation Receipt acknowledging that your absence has been sent for authorization.**

## Absence Entry: Confirmation Receipt 4180

You are entering an absence for Test Support Srb.

**Submission Timestamp: 2013-Mar-28 16:17.15**

You have successfully submitted your absence. Your confirmation number is: 4180.

Please record the confirmation number or print out a copy of this receipt.

**Absence Reason:** Bereavement: Immediate Family

### Absence Schedule

| Date | Day | Position | Location | St.Time | En.Time |
|---|---|---|---|---|---|
| 28-Mar-2013 | Thu | Education Assistant | Human Resources | 08:00 | 16:30 |
| 02-Apr-2013 | Tue | Education Assistant | Human Resources | 08:00 | 16:30 |
| 03-Apr-2013 | Wed | Education Assistant | Human Resources | 08:00 | 16:30 |

**Leave Application**

BEREAVEMENT: IMMEDIATE FAMILY

**Start Date:** 28-Mar-2013 **End Date:** 03-Apr-2013
**Absence Code:** Bereavement: Immediate Family **Status:** Requested

**Absence And Dispatch Status Info**

Just submitted.

**Details**

**Description of Leave Type:** **CUPE 1825 10.3.1**
For the critical illness or death of father, mother, husband, wife, son or daughter, brother or sister, or parents of spouse - not more than five (5) days. Medical statement certifying critical nature of illness will be required if death does not occur. Not more than three (3) days for funeral of any of above, if held in the city, and not more than five (5) days if funeral is held outside the city. For combined critical illness and death not more than eight (8) days in the city and ten (10) days outside the city.

For the funeral of grandparents, grandchild, and in-laws two (2) days leave. If circumstances warrant additional leave, the two (2) days may be extended to a maximum of five (5) days leave.

**Notes**

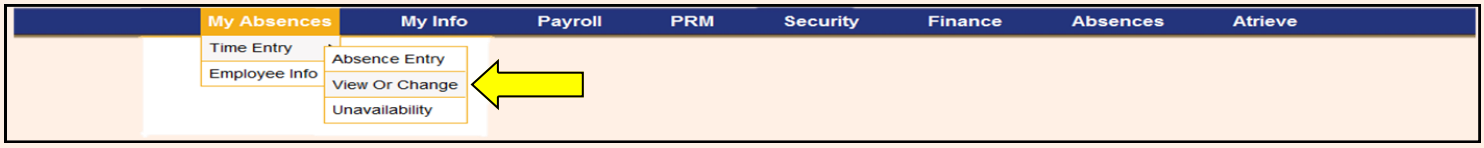
**Relationship of Deceased:** Mother

**Please enter the location of the funeral**
**City:** Lethbridge
**Province Or State:** AB
**Country:** Canada

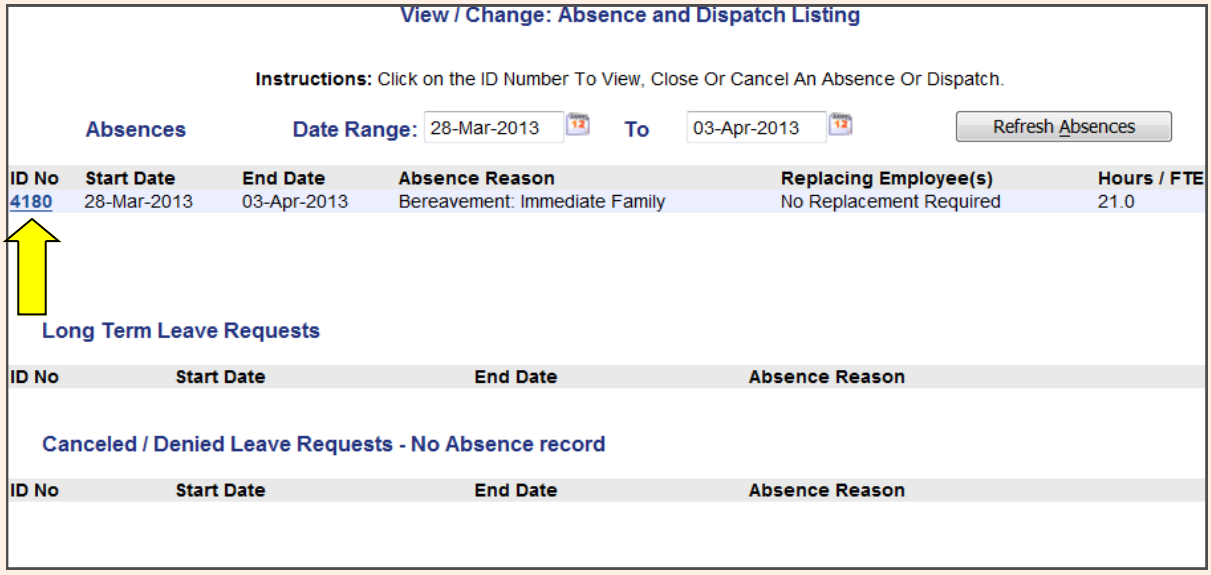
**Application Comment:** Memorial on 28 and family burial on April 2

Log Another Absence | Print Receipt

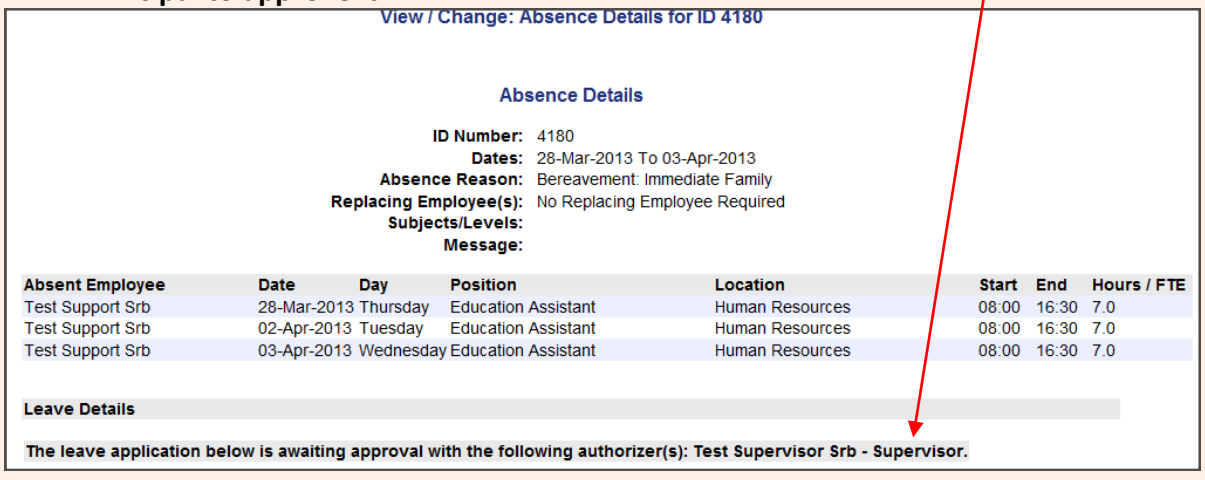
**11. To check on the approval status of your leave, or to review all of your absences, go to "View or Change" under "My Absences".**




**12. Choose the absence you wish to view by clicking on the ID No.**


View / Change: Absence and Dispatch Listing
Instructions: Click on the ID Number To View, Close Or Cancel An Absence Or Dispatch.
Absences
Date Range: 28-Mar-2013 To 03-Apr-2013
Refresh Absences
ID No Start Date End Date Absence Reason Replacing Employee(s) Hours / FTE
4180 28-Mar-2013 03-Apr-2013 Bereavement: Immediate Family No Replacement Required 21.0
Long Term Leave Requests
ID No Start Date End Date Absence Reason
Canceled / Denied Leave Requests - No Absence record
ID No Start Date End Date Absence Reason

**13. The View/Change: Absence Details will tell you where your absence is at in the approval process. The absence shown below is waiting for the Supervisor/ Principal to approve it.**


View / Change: Absence Details for ID 4180
Absence Details
ID Number: 4180
Dates: 28-Mar-2013 To 03-Apr-2013
Absence Reason: Bereavement: Immediate Family
Replacing Employee(s): No Replacing Employee Required
Subjects/Levels:
Message:
Absent Employee Date Day Position Location Start End Hours / FTE
Test Support Srb 28-Mar-2013 Thursday Education Assistant Human Resources 08:00 16:30 7.0
Test Support Srb 02-Apr-2013 Tuesday Education Assistant Human Resources 08:00 16:30 7.0
Test Support Srb 03-Apr-2013 Wednesday Education Assistant Human Resources 08:00 16:30 7.0
Leave Details
The leave application below is awaiting approval with the following authorizer(s): Test Supervisor Srb - Supervisor.

**14. Once your leave has been approved/denied, you will receive an email advising you of it. You can also view it online to ensure it has been processed (finalized).**

Leave Details
BEREAVEMENT: IMMEDIATE FAMILY
Task ID: 0000000072 - Created: 28-Mar-2013 04:17.14 PM - By: Carol Linden - Processed: 28-Mar-2013 04:17.14 PM - By: Carol Linden